

**Town of Boylston
Public Record Request**

TO KEEPER OF THE RECORDS: _____

(Enter name of Board, Department, Committee or Official)

I respectfully request copies of the following documents, pursuant to Section 70 of Chapter 66 of Massachusetts

General Laws:

RECORD (S) REQUESTED BY: _____ Date _____

(Fill in Full Name)

If Document: is to be mailed or sent via facsimile, please fill in the following information:

MAILING ADDRESS:

City/Town _____ State _____ Zip Code _____

Phone Number: _____ Fax Number: _____

PLEASE DO NOT WRITE BELOW THIS LINE

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REQUEST RECEIVED BY: _____

DATE AND TIME RECEIVED: _____

The following charges do not **apply** to certain **public documents whose fees are set by State Law or Town By-law** (e.g. Fire, Police, Town Clerk, etc.).

Number of Pages _____ x \$.20/page (81/2x11) = \$ _____

Number of Pages _____ x \$.25/page (81/2x14) = \$ _____

Number of Pages _____ x \$.50/page (11x17) = \$ _____

Number of Pages _____ x \$.50/page (11x15) Computer = \$ _____

Number of Pages _____ All other records @ statutorily set fees and charges = \$ _____

TOTAL FEE: \$ _____

Charges for custom reproductions (e.g. maps, blueprints) shall be the actual cost of reproduction plus travel/transportation, where applicable.

Search Time: In addition to the per page charge, search time for locating, pulling, copying, and re-shelving the records, and segregation time to delete exempt data from the public portion of a record, will be charged at the hourly rate of the lowest paid department employee capable of performing the service. The fee for a computer search is the actual cost of that search. The cost of postage, if any, shall also be charged.

IF DOCUMENTS ARE RECEIVED IN PERSON, PLEASE ACKNOWLEDGE BY SIGNING ON THE LINE BELOW

SIGNATURE: _____

Date Received: _____